

## Appointment

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**From:** Shea, Valois [Shea.Valois@epa.gov]  
**Sent:** 8/28/2018 2:55:26 PM  
**To:** Shea, Valois [Shea.Valois@epa.gov]; Bahrman, Sarah [Bahrman.Sarah@epa.gov]; Minter, Douglas [Minter.Douglas@epa.gov]  
**CC:** Tinsley, Chuck [Tinsley.Chuck@epa.gov]  
**Subject:** FW: Touch base: what's needed to prepare for RA briefing Friday morning  
**Attachments:** DeweyBurdockBriefingOutline - Aug 2018\_final.docx; Dewey Project Schedule Aug 2018-SB.pdf; TimelinesDewey-BurdockAug2018\_v1 .pptx  
**Location:** Sarah's office - I would like to telecommute that day, so I will call Sarah's Office  
**Start:** 8/28/2018 7:00:00 PM  
**End:** 8/28/2018 7:30:00 PM  
**Show Time As:** Busy

**Required Attendees:** Shea, Valois; Bahrman, Sarah; Minter, Douglas  
**Optional Attendees:** Tinsley, Chuck

Hi Chuck, I sorry I forgot to include you in this meeting today & for the short notice including you now. It's in Sarah's office from 1:00 to 1:30.

-----Original Appointment-----

**From:** Shea, Valois  
**Sent:** Monday, August 27, 2018 11:47 AM  
**To:** Shea, Valois; Bahrman, Sarah; Minter, Douglas  
**Subject:** Touch base: what's needed to prepare for RA briefing Friday morning  
**When:** Tuesday, August 28, 2018 1:00 PM-1:30 PM (UTC-07:00) Mountain Time (US & Canada).  
**Where:** Sarah's office - I would like to telecommute that day, so I will call Sarah's Office

I would like to talk about what I need to do to prepare for the RA briefing.  
I would guess an update to the briefing document we prepared for Darcy is needed. How about the timeline document?  
I have attached the briefing document and the two timeline documents.  
Thanks!